

**Consulate General of India  
Barcelona**

No. MAD/551/4/2022

22<sup>nd</sup> May, 2025

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF  
TRANSPORT/CAR RENTAL AGENCIES FOR HIRING OF VEHICLES**

Consulate General of India, Barcelona intends to empanel transport/car rental agencies in Catalonia and the Balearic Islands for providing various types of vehicles on need basis.

The Expression of Interest (EOI), complete in all respects, should be sent to Head of Chancery, Consulate General of India, Barcelona - *Hotel InterContinental, Avinguda Rius i Taulet, 1-3, Sants-Montjuïc, 08004 Barcelona* in a sealed cover superscribing “**Expression of Interest for Empanelment of Transport/Car Rental Agencies for hiring of vehicles**” before **17:30 hrs on 10.06.2025**.

**1.0 QUALIFYING CRITERIA**

1.1 **Brief history of the agency** to be attached. The agency should be in the car rental business and should have been providing transport services to reputed customers like Consulates, UN Offices and other multinational companies in Barcelona, Catalonia, Balearic Islands etc.

1.2 The car rental agency should be registered with concerned mandatory Spanish Authorities. The travel agency should be registered with all requisite and mandatory Spanish and other authorities concerned. Photocopies of registration of the agency, taxation and other authorities concerned to be attached. **Photocopies of registration of the agency, taxation and other authorities** concerned to be attached.

1.3 The agency should have an experience of at least two (2) years for International Organizations, Corporations etc., including for Diplomatic Missions and alike. **Client list and proof of documents in support of possession of requisite experience by the agency to be attached.**

1.4 **The agency shall submit an undertaking on its letterhead stating that the agency has not been blacklisted by any Governmental institution in Spain or elsewhere.**

1.5 Agency must have at least one physical office in Barcelona, Spain.

1.6 The car rental agency should be connected by e-mail and telephone facilities 24/7 for customer service.

1.7 The agency should extend credit facilities for a minimum of 4 weeks from the date of submission of bills.

**2.0 SCOPE OF WORK**

2.1 Providing various types of vehicles like Mercedes, Sedan, Minivan, Bus etc. to the Consulate on need basis. The vehicle to be provided should be in perfect running condition and mandatorily provided with VTC license & insurance etc. as per requirement & obligation of transport authorities in Spain.

2.2 Only drivers who **can communicate in English** will be provided by the Travel Agencies and their driver's license must be up to date.

- 2.3 In case of any accident, the agency shall be responsible to settle the case.
- 2.4 The travel agency shall nominate an experienced staff/official(s) to liaise with the Consulate on a day-to-day basis. The name of the concerned person(s) and their contact number shall be provided to the Consulate.

### **3.0 INSTRUCTIONS TO APPLICANTS**

- 3.1 Applicants are required to fill in all the details asked in **Annexure-I, Annexure-II and Annexure-III**.
- 3.2 All pages of the EOI document should bear the signature and seal of the authorized representative of the applicant.
- 3.3 Copies of credentials/documents are to be annexed with the EOI with self-attestation by the Applicant with official seal.
- 3.4 The applications are liable for rejection due to incorporation of any false information and furnishing fake or truncated documents.

### **4.0 GENERAL**

- 4.1 **The Consulate shall empanel more than one agency. Lowest rate quoted by any agency will be the L1 for that particular category of vehicle. Agencies who shall provide services at the lowest rate fixed by the Consulate on the basis of rates quoted by the agencies shall be empanelled.**
- 4.2 The empanelment will be for a period of **1 (one) year** from the date of communication confirming empanelment. **There should not be any change of rate during the contract period.** The period of empanelment may be extended at the discretion of Consulate General of India, Barcelona for a further period subject to satisfactory performance by the empanelled agency.
- 4.3 Invitation of EOI does not bind the Consulate to empanel the applicants or place order for hiring of services.
- 4.4 Consulate General of India, Barcelona also reserves the right to accept or reject any or all the applications and/or withdraw or cancel or suspend this notification without showing any reason.
- 4.5 Charges for any last-minute cancellation would not be paid.
- 4.6 In case of dispute, the decision(s) of the Consulate General of India, Barcelona shall be final.

### **5.0 PAYMENT TERMS & MODE OF PAYMENT**

- 5.1 Bills for the transportation services provided would be settled within 4 weeks time after submission of invoices **along with** log of utilization of the vehicle duly signed by the officer using the vehicle.
- 5.2 The payment will be made only after completion of the service by Bank Transfer.

### **6.0 TERMINATION OF CONTRACT**

- 6.1 The contract with the successful bidder may be terminated if the bidder fails to perform its obligations specified in the contract agreement or in case the service provided is found to be unsatisfactory.

Sd/-  
(Aarsha N.S.)  
Consul & Head of Chancery

**ANNEXURE-I****Technical Bid for Empanelment of Travel/Car Rental Agency for Hiring of Vehicles**

<b>S. No.</b>	<b>Particulars</b>	<b>Details to be filled in by Agency</b>
<b>1</b>	Name of the Firm/Agency	
<b>2</b>	Registered office/business address of the agency (please attach a copy of your company registration/permission from Govt. to carry out business)	
<b>3</b>	Name of Contact Person(s)	
<b>4</b>	Address with telephone, Fax numbers, Email and name(s) of the contact person(s)	
<b>5</b>	Whether the agency is providing transport services with English speaking drivers to reputed customers like Embassies, UN Offices, Multinational Companies etc. if yes, give names of institutions where the agency is empanelled/providing such services. <b>(If yes, attach copy of orders/proof/contracts)</b>	
<b>6</b>	Whether the agency is prepared to provide the services on Sundays/Holidays besides normal working days also.	
<b>7</b>	Please indicate whether the agency is prepared to offer six (6) weeks credit	

I/We \_\_\_\_\_ do hereby declare that the entries made in the above form are true to the best of my/our knowledge and also we shall be bound by the acts of my/our duly constitute attorney. I/We hereby understand that the submission of application does not guarantee for empanelment as service provider of the Consulate General of India, Barcelona.

I/We further understand that in case of any information submitted by me/us, found to be incorrect either before or even after the empanelment, Consulate General of India, Barcelona will have the right to summarily reject the application/cancel the empanelment at any time without assigning any reason whatsoever.

Date:

Place:

Signature of authorised signatory

Name

Company Seal

**ANNEXURE-II****Bid for Empanelment of Travel/car Rental Agency by Consulate General of India, Barcelona for BARCELONA & CATALONIA Region**

Type of car	Duration	Hours & distance to be mentioned by company	Rates in Euro without VAT (please mention IVA % separately)				Time after which a meal charge will apply	Remarks, if any
			Catalonia Region	Barcelona - Madrid (and return)	Extra hours / kilometres	Driver's meal charge, if any		
<b>Sedan car</b> with English speaking driver	12hr disposal	Hrs: Kms:						
	8hr disposal	Hrs: Kms:						
	One-way Airport/City transfer	-						
<b>Mercedes E class</b> with English speaking driver	12hr disposal	Hrs: Kms:						
	8hr disposal	Hrs: Kms:						
	One-way Airport/City transfer	-						
<b>Mercedes S class</b> with English speaking driver	12hr disposal	Hrs: Kms:						
	8hr disposal	Hrs: Kms:						
	One-way Airport/City transfer	-						
<b>Van / 7-seater</b> with English speaking driver	12hr disposal	Hrs: Kms:						
	8hr disposal	Hrs: Kms:						
	One-way Airport/City transfer	-						

**Percentage of IVA:**

The above rates will be valid for one year from the date of empanelment.

Name & Signature of Bidder:

Date:

Company Seal:

**ANNEXURE-III****Bid for Empanelment of Travel/car Rental Agency by Consulate General of India, Barcelona for BALEARIC ISLANDS Region**

Type of car	Duration	Hours & distance to be mentioned by company	Rates in Euro without VAT (please mention IVA % separately)			Time after which a meal charge will apply	Remarks, if any
			Balearic Islands Region	Extra hours / kilometres	Driver's meal charge, if any		
<b>Sedan car</b> with English speaking driver	12hr disposal	Hrs: Kms:					
	8hr disposal	Hrs: Kms:					
	One-way Airport/City transfer	-					
<b>Mercedes E class</b> with English speaking driver	12hr disposal	Hrs: Kms:					
	8hr disposal	Hrs: Kms:					
	One-way Airport/City transfer	-					
<b>Mercedes S class</b> with English speaking driver	12hr disposal	Hrs: Kms:					
	8hr disposal	Hrs: Kms:					
	One-way Airport/City transfer	-					
<b>Van / 7-seater</b> with English speaking driver	12hr disposal	Hrs: Kms:					
	8hr disposal	Hrs: Kms:					
	One-way Airport/City transfer	-					

**Percentage of IVA:**

The above rates will be valid for one year from the date of empanelment.

Name & Signature of Bidder:

Date:

Company Seal: